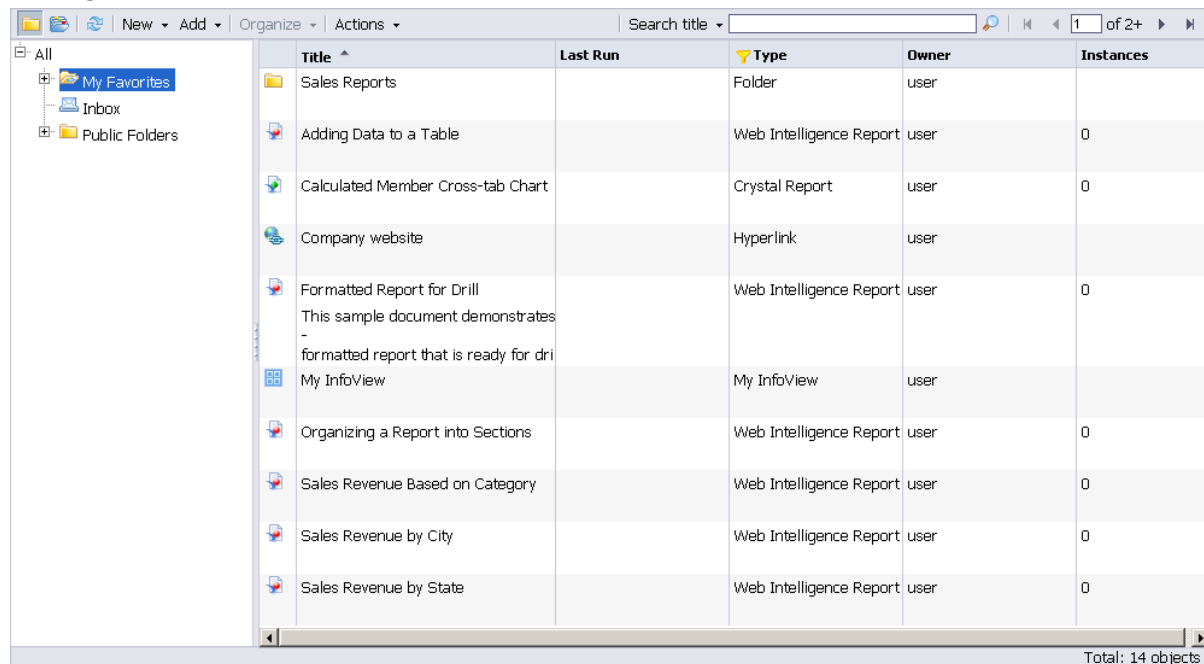


Additional Topics

Procedure

1. Start the transaction using the menu path or transaction code.

Listing



	Title ^	Last Run	Type	Owner	Instances
	Sales Reports		Folder	user	
	Adding Data to a Table		Web Intelligence Report	user	0
	Calculated Member Cross-tab Chart		Crystal Report	user	0
	Company website		Hyperlink	user	
	Formatted Report for Drill This sample document demonstrates - formatted report that is ready for dri		Web Intelligence Report	user	0
	My InfoView		My InfoView	user	
	Organizing a Report into Sections		Web Intelligence Report	user	0
	Sales Revenue Based on Category		Web Intelligence Report	user	0
	Sales Revenue by City		Web Intelligence Report	user	0
	Sales Revenue by State		Web Intelligence Report	user	0

Total: 14 objects

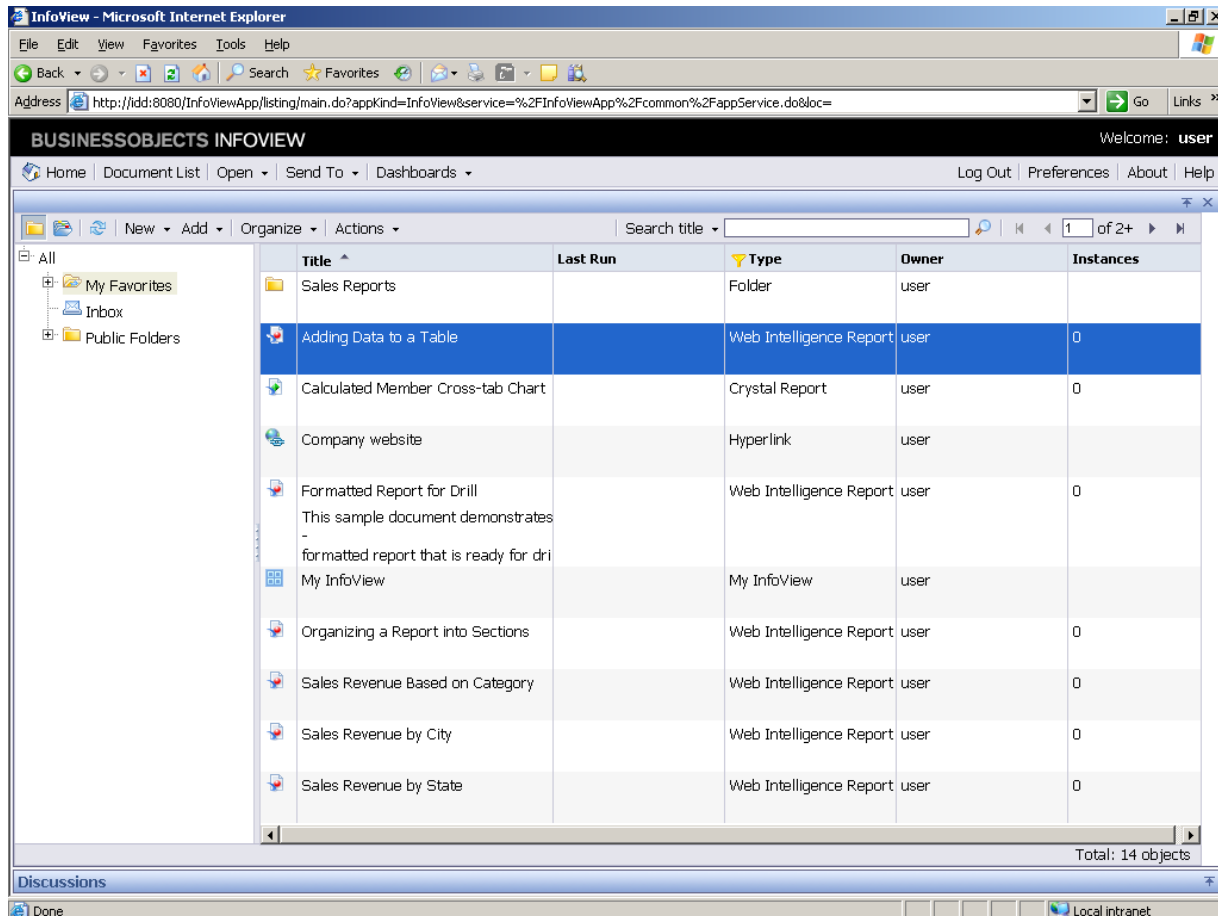
2. Click the **Adding Data to a Table** document row.

In this exercise, you will schedule the 'Adding Data to a Table' report to run weekly on Fridays. Change the publishing format to Adobe Acrobat format and set the Destination to Inbox.

Once you have scheduled the report, you will view its InstanceDetails.

Additional Topics

Listing



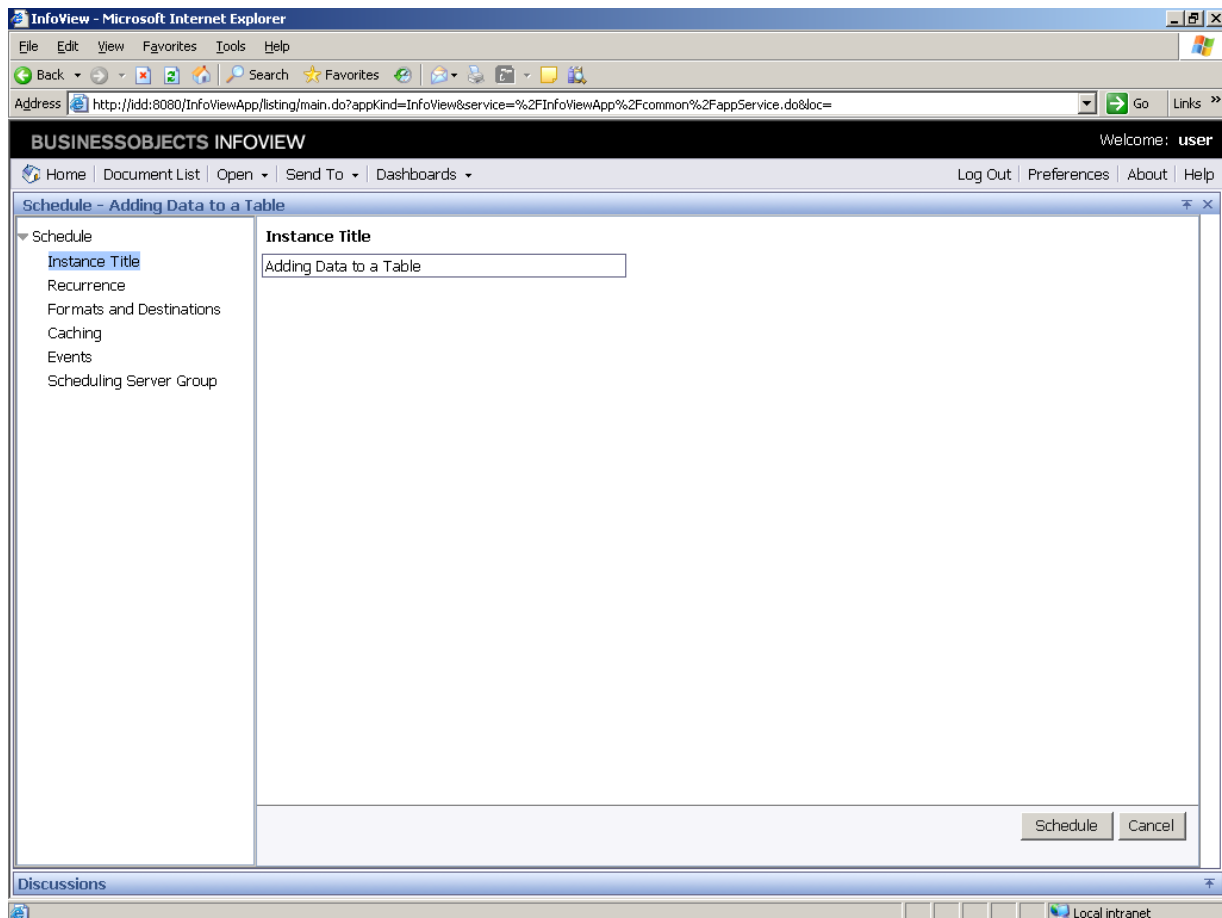
The screenshot shows the InfoView application running in a Microsoft Internet Explorer browser. The address bar displays the URL: `http://dd:8080/InfoViewApp/listing/main.do?appKind=InfoView&service=%2FInfoViewApp%2Fcommon%2FappService.do&loc=`. The application header includes the title "BUSINESSOBJECTS INFOVIEW" and a welcome message "Welcome: user". The navigation bar contains links for Home, Document List, Open, Send To, Dashboards, Log Out, Preferences, About, and Help. The main content area displays a list of objects with the following columns: Title, Last Run, Type, Owner, and Instances. The list includes a folder named "Sales Reports" and several reports, with "Adding Data to a Table" selected. A sidebar on the left shows a file explorer view with "My Favorites", "Inbox", and "Public Folders". The status bar at the bottom indicates "Total: 14 objects" and "Local intranet".

Title	Last Run	Type	Owner	Instances
Sales Reports		Folder	user	
Adding Data to a Table		Web Intelligence Report	user	0
Calculated Member Cross-tab Chart		Crystal Report	user	0
Company website		Hyperlink	user	
Formatted Report for Drill This sample document demonstrates a formatted report that is ready for dri		Web Intelligence Report	user	0
My InfoView		My InfoView	user	
Organizing a Report into Sections		Web Intelligence Report	user	0
Sales Revenue Based on Category		Web Intelligence Report	user	0
Sales Revenue by City		Web Intelligence Report	user	0
Sales Revenue by State		Web Intelligence Report	user	0

3. Click **Actions**.
4. Click **Schedule**.

Additional Topics

InfoView



5. Click **Recurrence**.

Now, set the recurrence for the scheduled instance. Remember, you want the report to run weekly on Fridays.

Additional Topics

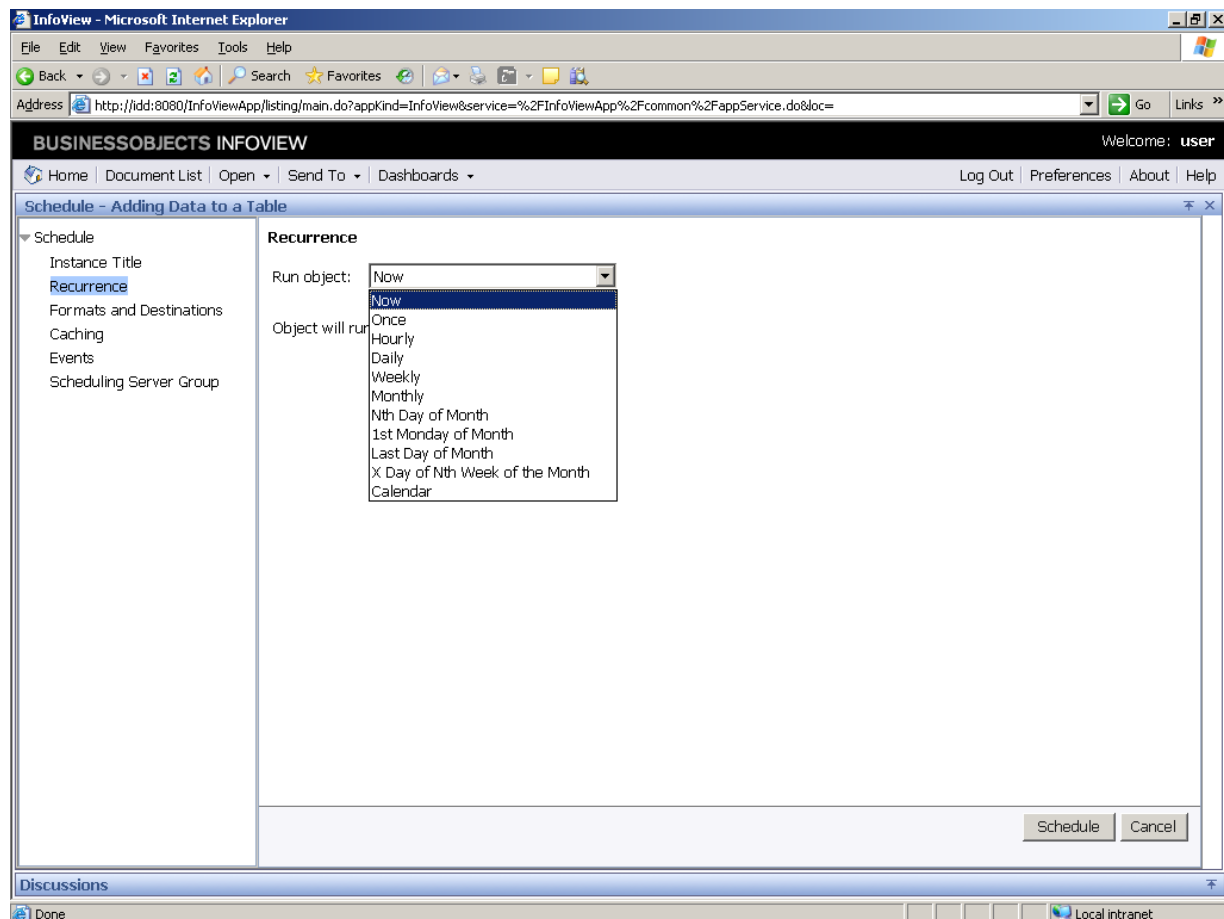
When

Run object:

Object will run now.

- Click the **Run object:** drop-down field.

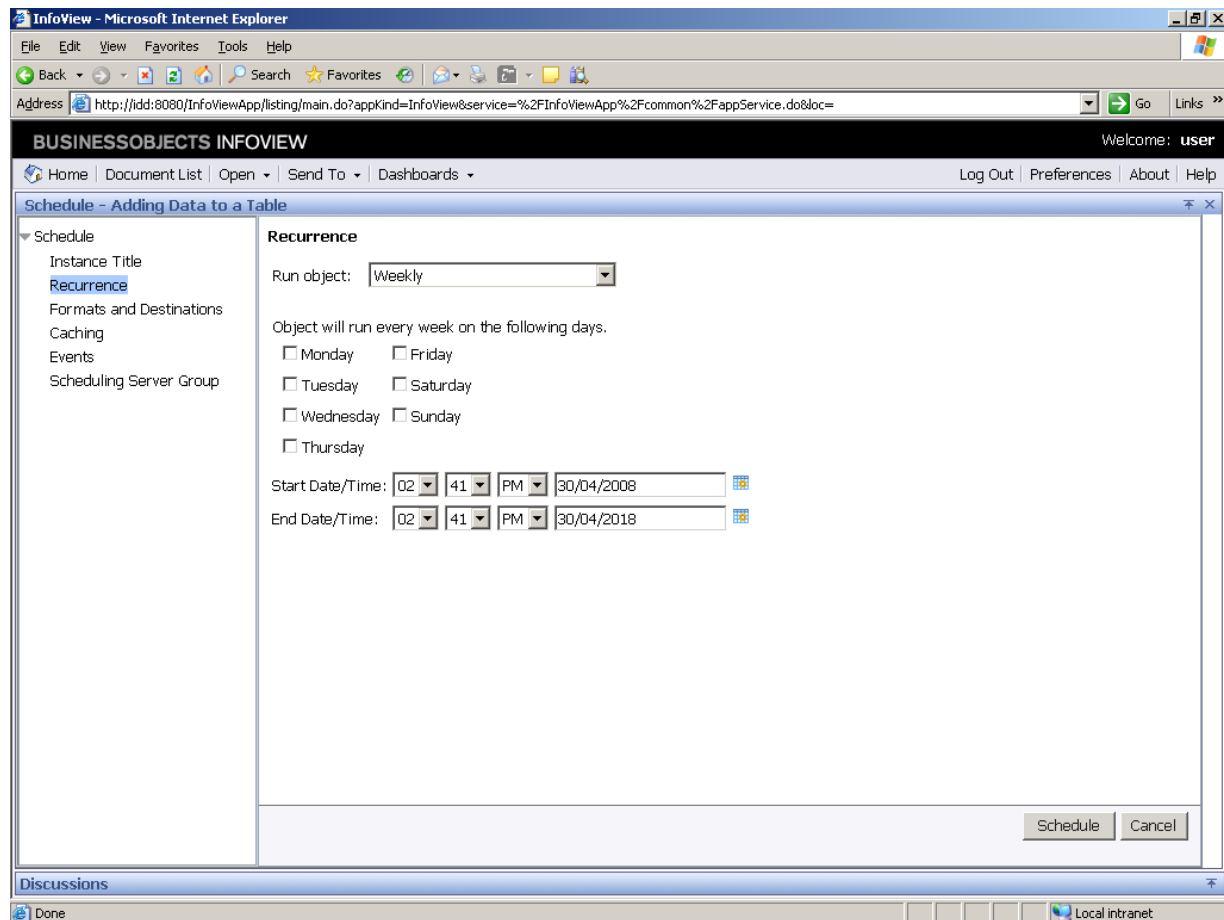
When



- Click **Weekly**.

Additional Topics

When



InfoView - Microsoft Internet Explorer

Address: <http://dd:8080/InfoViewApp/listing/main.do?appKind=InfoView&service=%2FInfoViewApp%2Fcommon%2FappService.do&loc=>

BUSINESSOBJECTS INFOVIEW Welcome: user

Home | Document List | Open | Send To | Dashboards | Log Out | Preferences | About | Help

Schedule - Adding Data to a Table

▼ Schedule

- Instance Title
- Recurrence**
- Formats and Destinations
- Caching
- Events
- Scheduling Server Group

Recurrence

Run object: Weekly

Object will run every week on the following days.

☐ Monday ☐ Friday

☐ Tuesday ☐ Saturday

☐ Wednesday ☐ Sunday

☐ Thursday

Start Date/Time: 02:41 PM 30/04/2008

End Date/Time: 02:41 PM 30/04/2018

Schedule Cancel

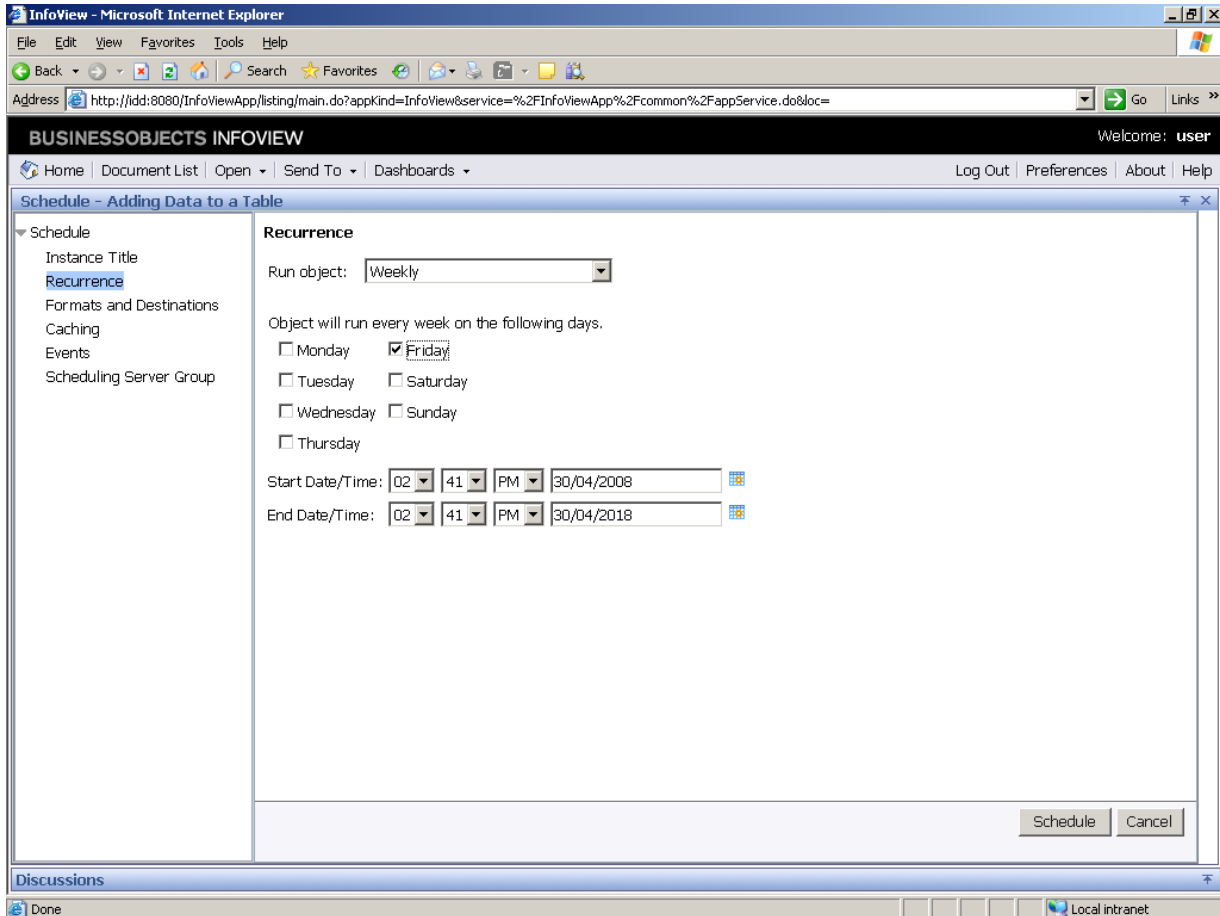
Discussions

Done Local intranet

- Click the **Friday** option.

Additional Topics

InfoView



InfoView - Microsoft Internet Explorer

Address: <http://dd:8080/InfoViewApp/listing/main.do?appKind=InfoView&service=%2FInfoViewApp%2Fcommon%2FappService.do&loc=>

BUSINESSOBJECTS INFOVIEW Welcome: user

Home | Document List | Open | Send To | Dashboards | Log Out | Preferences | About | Help

Schedule - Adding Data to a Table

▼ Schedule

- Instance Title
- Recurrence**
- Formats and Destinations
- Caching
- Events
- Scheduling Server Group

Recurrence

Run object: Weekly

Object will run every week on the following days.

☐ Monday ☒ Friday

☐ Tuesday ☐ Saturday

☐ Wednesday ☐ Sunday

☐ Thursday

Start Date/Time: 02:41 PM 30/04/2008

End Date/Time: 02:41 PM 30/04/2018

Schedule Cancel

Discussions

Done Local intranet

- Click **Formats and Destinations**.

Now, set the format and destination for the scheduled instance.

Remember, you want an Adobe Acrobat document to be sent to your Inbox.

Additional Topics

Formats and Destinations

▼ Output Format and Destination

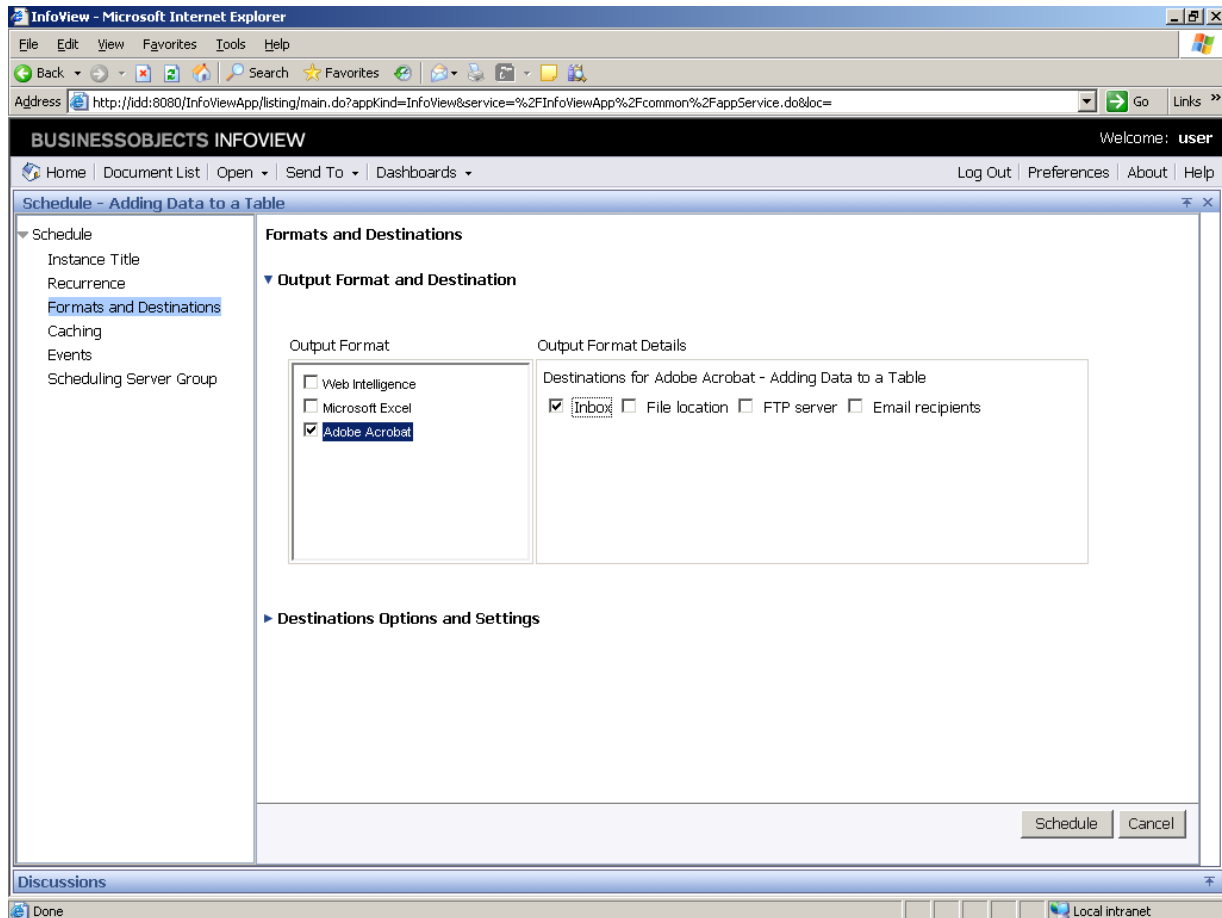
Output Format	Output Format Details
<input checked="" type="checkbox"/> Web Intelligence <input type="checkbox"/> Microsoft Excel <input type="checkbox"/> Adobe Acrobat	Destinations for Web Intelligence - Adding Data to a Table <input type="checkbox"/> Inbox <input type="checkbox"/> File location <input type="checkbox"/> FTP server <input type="checkbox"/> Email recipients

► Destinations Options and Settings

10. Click the **Adobe Acrobat** option.
11. Click the **Inbox** checkbox.

Additional Topics

Formats and Destinations



The screenshot shows the 'InfoView - Microsoft Internet Explorer' window with the address bar displaying a URL. The main content area is titled 'BUSINESSOBJECTS INFOVIEW' and shows a 'Schedule - Adding Data to a Table' window. The 'Formats and Destinations' section is active, showing 'Output Format and Destination' settings. Under 'Output Format', 'Adobe Acrobat' is selected. Under 'Output Format Details', 'Inbox' is selected as the destination. The 'Schedule' button is visible at the bottom right of the window.

InfoView - Microsoft Internet Explorer
Address: http://dd:8080/InfoViewApp/listing/main.do?appKind=InfoView&service=%2FInfoViewApp%2Fcommon%2FappService.do&loc=
Go Links >>

BUSINESSOBJECTS INFOVIEW Welcome: user
Home Document List Open Send To Dashboards Log Out Preferences About Help

Schedule - Adding Data to a Table

Schedule
Instance Title
Recurrence
Formats and Destinations
Caching
Events
Scheduling Server Group

Formats and Destinations

▼ **Output Format and Destination**

Output Format

☐ Web Intelligence
☐ Microsoft Excel
☒ **Adobe Acrobat**

Output Format Details

Destinations for Adobe Acrobat - Adding Data to a Table

☒ **Inbox** ☐ File location ☐ FTP server ☐ Email recipients

► **Destinations Options and Settings**

Schedule Cancel

Discussions

Done Local intranet

12. Click **Schedule**.

Additional Topics

Internal

☒ Show All ☐ Show Completed ☐ Show only instances owned by me
☐ Filter Instances By Time

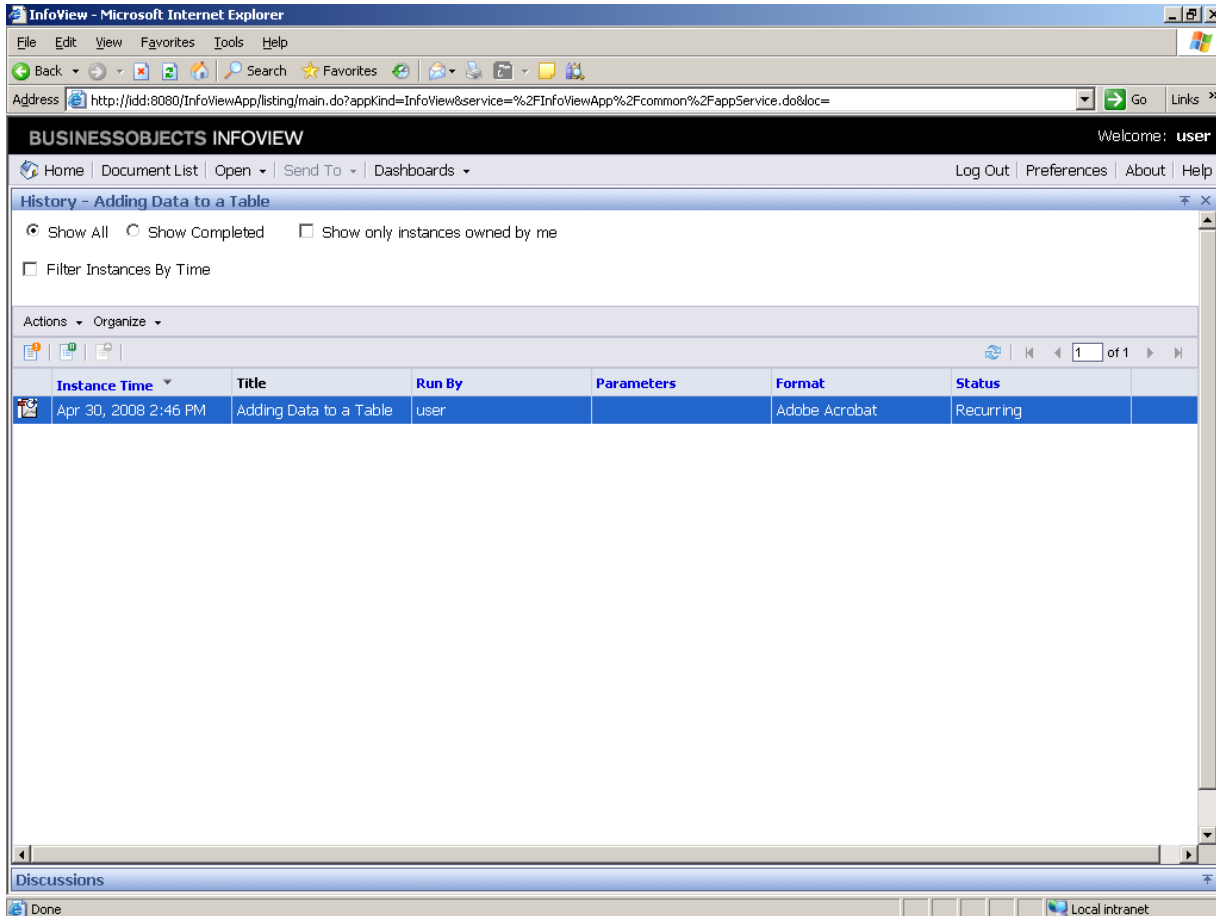
Actions ▾ Organize ▾							
  		   1 of 1  					
Instance Time ▾	Title	Run By	Parameters	Format	Status		
 Apr 30, 2008 2:37 PM	Adding Data to a Table	user		Adobe Acrobat	Recurring		

13. Click the **scheduled instance**.

Now view the Instance Details for the scheduled instance of the Adding Data to a Table report.

Additional Topics

Internal



InfoView - Microsoft Internet Explorer

Address: <http://dd:8080/InfoViewApp/listing/main.do?appKind=InfoView&service=%2FInfoViewApp%2Fcommon%2FappService.do&loc=>

BUSINESSOBJECTS INFOVIEW Welcome: user

Home | Document List | Open | Send To | Dashboards | Log Out | Preferences | About | Help

History - Adding Data to a Table

☒ Show All ☐ Show Completed ☐ Show only instances owned by me

☐ Filter Instances By Time

Actions | Organize

Instance Time	Title	Run By	Parameters	Format	Status
Apr 30, 2008 2:46 PM	Adding Data to a Table	user		Adobe Acrobat	Recurring

Discussions

Done Local intranet

14. Click **Instance Details** .